



## MERIT PROMOTION JOB OPPORTUNITY

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**Announcement Number:** 08-620 (Amended to extend closing date)  
**Position Title:** Supervisory Criminal Investigator (Special Agent-in-Charge)  
**Series and Grade:** GI-1811-14  
**Salary Range:** \$98,033 - \$127,442 PA  
**Promotion Potential:** None  
**Opening Date:** 06/27/08  
**Closing Date:** 08/22/08  
**Location of Position:** Office of the Public Printer  
Office of the Inspector General  
Office of Investigations, Washington, DC  
**Number of Openings:** One  
**Type of Appointment:** Permanent  
**Work Schedule:** Shift 1  
**Who May Apply:** Current and Former Federal Employees and Veterans

**Make Your Mark** on the reinvention of a major government enterprise. Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. As an agency we possess a diverse wealth of talent with employees representing many diverse administrative fields and trades. If you are an energetic, inventive individual looking for a challenging, yet rewarding career opportunity, GPO may be the place for you!

### **ABOUT THE OIG:**

The Office of Inspector General (OIG) at GPO provides leadership and coordination and recommends policies, processes, and procedures that will help prevent and detect fraud, waste, abuse, and mismanagement in GPO programs and operations. The OIG is dedicated to acting as an agent of positive change to help the GPO improve its efficiency and effectiveness as it undertakes its era of unprecedented transformation. It offers an independent and objective way of keeping the Public Printer and Congress fully informed about problems and deficiencies along with any positive developments relating to the GPO's administration and operations. Highly motivated, innovative, and energetic employees help us meet those responsibilities in this ever changing environment.

### **MAJOR DUTIES:**

The incumbent of this position serves as the Special Agent-in-Charge (SAC) in the OIG Office of Investigations (OI). The SAC serves as the functional Deputy to the Assistant Inspector General for Investigations and is responsible for supervising, directing, and leading subordinate criminal investigators (Special Agents) in complex and comprehensive criminal, civil, and administrative investigations of or related to employees, programs, property, and operations of the GPO. The incumbent evaluates complaints, information, or allegations and determines if they fall within the OIG's jurisdiction pursuant to Inspector General Act of 1978. The SAC determines whether complaints, information, or allegations merit further investigation, the allocation of investigative resources, and the potential for criminal

prosecution or other civil or administrative resolution. Assumes delegated responsibility for all OI initiatives relating to the detection and investigation of criminal fraud and abuse, employee misconduct, and other wrongdoing. Plans, coordinates, and supervises complex and comprehensive criminal investigations conducted by subordinate investigators, provides case guidance, assigns deadlines, and monitors progress to ensure timely investigations and cost effective and efficient use of investigative resources. Reviews reports of investigation (ROI) for clear writing, logical organization, accuracy, conciseness, completeness, and compliance with existing laws, regulations, and procedures, and PCIE Quality Standards for Investigations. Personally conducts and/or supervises in-depth investigations into crimes dealing with false statements, misappropriation of Government funds, theft of Government property, embezzlement, bribery, contract and procurement fraud, conspiracy and other possible fraud, waste and mismanagement schemes. Performs other related duties as assigned.

### **KEY REQUIREMENTS/NOTES:**

1. FOR CANDIDATES WHO ARE NOT IN THE 1811 CLASSIFICATION SERIES, CONSIDERATION WILL BE RESTRICTED TO THOSE WHO HAVE NOT YET REACHED AGE 37 AT THE TIME OF REFERRAL FOR THIS POSITION.
2. THIS POSITION IS COVERED UNDER THE SPECIAL LAW ENFORCEMENT (6C) RETIREMENT.
3. THIS POSITION OFFERS LAW ENFORCEMENT AVAILABILITY PAY (LEAP) WHICH REQUIRES THE INCUMBENT TO WORK AN AVERAGE OF TWO OR MORE LEAP HOURS PER SCHEDULED DAY, WHICH MAY INCLUDE EVENINGS, NIGHTS, AND WEEKENDS.
4. A VALID DRIVER'S LICENSE IS REQUIRED.
5. APPLICANTS ARE REQUIRED TO CARRY A FIREARM WHILE PERFORMING DUTIES AND WILL BE REQUIRED TO MAINTAIN FIREARM PROFICIENCY.
6. SELECTEE MUST PASS THE FOLLOWING PRE-EMPLOYMENT TESTS PRIOR TO ENTRY INTO THIS POSITION:
  - MEDICAL EXAMINATION
  - PHYSICAL FITNESS TEST
  - DRUG TEST
7. SELECTEE MUST BE ABLE TO OBTAIN AND MAINTAIN A TOP-SECRET SECURITY CLEARANCE.

### **QUALIFICATIONS NEEDED:**

Applicants must possess 52 weeks of specialized experience at the next lower grade level. Specialized experience is defined as demonstrated experience overseeing and managing multiple complex criminal, civil, and/or administrative investigations and demonstrated knowledge of various investigative procedures, regulations, and techniques.

**All qualification requirements must be met by the closing date of this announcement.**

### **MEDICAL REQUIREMENTS**

The duties of positions in this series require moderate to arduous physical exertion involving walking and standing, use of firearms, and exposure to inclement weather. Manual dexterity with comparatively free motion of finger, wrist, elbow, shoulder, hip, and knee joints is required. Arms, hands, legs, and feet must be sufficiently intact and functioning in order that applicants may perform the duties satisfactorily. Sufficiently good vision in each eye, with or without correction, is required to perform the duties satisfactorily. Near vision, corrective lenses permitted, must be sufficient to read printed material the size of typewritten characters. Hearing loss, as measured by an audiometer, must not exceed 35 decibels at 1000, 2000, and 3000 Hz levels. Since the duties of these positions are exacting and responsible, and involve activities under trying conditions, applicants must possess emotional and mental stability. Any physical condition that would cause the applicant to be a hazard to him/her, or others is disqualifying.

## **HOW YOU WILL BE EVALUATED:**

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

## **Knowledge, Skills, and Abilities and Other Characteristics required for this position:**

1. Demonstrated knowledge of Federal statutes, regulations, management and administrative policies and procedures, and Government procurement and contracting regulations.
2. Demonstrated knowledge of investigative and law enforcement principles, techniques, methods, and procedures.
3. Skill in overseeing, planning, and conducting complex and sensitive civil, criminal, and administrative investigations.
4. Ability to develop and maintain effective working relationships with individuals and/or groups at all levels of government and public and private sector.
5. Ability to communicate in writing in order to prepare investigative reports in a clear, concise and professional manner.

## **HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. **If your application package does not provide all the information requested, you will lose consideration for the job.**

**STEP 1:** Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Prepare separate narrative responses to each of the KSA’s listed in this announcement.

**STEP 3: Current and Former Federal Employees:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106. **Time in grade requirements must be met by the closing date of this announcement.**

**Veterans:** Attach a copy of your most recent DD-214, “Certificate of Release or Discharge from Active Duty” or letter from the Veterans Administration documenting your military service. Veterans who are 1) preference eligibles or 2) who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service or 3) meet other eligibility requirements under veteran appointing authorities may apply to this announcement. For more specific information about your veteran’s preference and eligibility, please visit <http://www.opm.gov/veterans/>.

**Applicants with Disabilities:** If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

**STEP 4:** Attach a copy of a valid driver's license and documentation that shows skill in the use of a firearm, such as a qualification certification.

**STEP 5:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement.** Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

**Send your complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov) (Please include announcement number in subject line and attach documents in Word or PDF format).

**For Additional Information:**

HR Consulting Services  
Tiffany L. Robinson  
Phone: (202) 512-1308  
TDD: (202) 512-1519

**To confirm receipt of your application, call:  
202-512-1117.**

**Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**PRE-EMPLOYMENT CONSIDERATIONS:**

GPO will not pay relocation costs.

**BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**